

COMMUNITY DEVELOPMENT BLOCK GRANT

CDBG Year 38, 2012-2013

REQUEST FOR PROPOSALS

Public Services



**City of Worcester
City Manager's Executive Office of
Economic Development
Neighborhood Development Division**

Dennis E. Hennessy, Director

**City Of Worcester
Community Development Block Grant (CDBG) Program
2012-2013 PUBLIC SERVICES REQUEST FOR PROPOSALS (RFP)**

CDBG National Objective

The primary objective of the CDBG program is to develop viable urban communities by providing decent housing, suitable (quality) living environments, and expanding economic opportunities targeted to Worcester's low and moderate Income populations

To be eligible for CDBG assistance, a public service must be a new service or a quantifiable increase in the level of service provided by or on behalf of the unit of general, local government in the prior 12 calendar months of the program. However an eligible public service can be funded at the same level as the previous year. Funding for Public Service activities may not exceed 15 % of the City's CDBG entitlement allocation.

Eligible public service activities include but are not limited to case management, information and referral, food services, family and individual counseling, employment services, physical and mental health support services, education programs, and recreational activities. All services must primarily benefit Low and Moderate income populations in the City.

CDBG funds may be used to pay for labor, supplies, and materials associated with the service, as well as maintenance of the facility in which the service is provided, including operating, equipment and ordinary maintenance expenses. To receive CDBG funds, not for profit organizations must have an IRS-granted non profit status, be registered with the Secretary of State and be current with any City taxes.

The City is seeking proposals from qualified organizations that require funding assistance to provide Public Services for the primary benefit of low to moderate income residents of Worcester. Applicants are encouraged to comply with the HUD's policy that funding for Public Social Services support activities that build economic security and self-sufficiency. However, current economic conditions warrant a relaxation of this policy in order to serve pressing public service needs, in accordance with all other CDBG regulations. For CDBG Program Year 38, applicants may apply for Public Services without adhering to this policy. Applications that are most responsive to the following list of priorities and demonstrate organizational capacity to successfully implement their programs will be given preference for funding

Request For Proposals (Public Services): 7/1/2012 – 6/30/2013
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Public Services Priorities Funding Areas

- (a) Youth Services that increase employability to include outreach, recruitment, skill training and/or job placement opportunities, with a particular focus on youth ages 16-22.
- (b) Youth Services that provide transportation, education and/or recreation services to at-risk or isolated low income youth during out of school hours.
- (c) Case management services that strengthen the safety net system for families or individuals in crisis or at risk and encourage and promote self-sufficiency. Proposed service must be measurable, outcome based and include assessment & individual service plan development; provider coordination and follow-up, and ongoing monitoring & evaluation of services to ensure client progress. Individuals services may include provision of food, informational and referral, counseling and other services in response to client needs.
- (d) Health Care services that mitigate the effects of poor health conditions, in coordination with priorities identified by the City Public Health Department (including but not limited to substance abuse, obesity, smoking and nutrition) and improve health outcomes for traditionally at-risk populations. Services should provide neighborhood outreach and education in support of the Health Department's priorities to increase awareness and access to available healthcare.
- (e) Financial Literacy Services and Asset Development Programs that increase a household's economic self-sufficiency. Programs should increase a participant's financial stability and eventually decrease their reliance on public assistance programs.
- (f) Language services, such as ESL, that improve English language skills of Limited-English Proficient (LEP) residents.
- (g) Clean Neighborhood Initiatives that target illegal dumping in CDBG-eligible residential areas by removing garbage, trash or other debris on an interim, as-needed basis.
- (h) Other public services (non housing/non municipal services) that meet an urgent or pressing public need which must be documented within this application

REQUEST FOR FUNDING PROPOSALS: 7/1/2012 – 6/30/2013

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):

The City Manager's Executive Office of Economic Development, Neighborhood Development Division is accepting applications from all eligible organizations wishing to be considered for funding through the CDBG Programs. Please adhere to the guidelines presented throughout this package when preparing your submission.

SUBMIT PROPOSALS TO: Executive Office of Economic Development,
Neighborhoods Development Division
City Hall
455 Main Street – Room 402
Worcester, MA 01608
Dennis E. Hennessy, Director

RFP INFO CONTACT: Anthony Miloski, Public Services Director
508-799-1400 x 227 (tel.) / 508-799-1406 (fax)
e-mail: miloskia@worcesterma.gov

HOUSING INFO CONTACT; Miguel Rivera, Director
Housing Development Division
508-799-1400 x 261 (tel.) / 508-799-1406 (fax)
e-mail: riveram@worcesterma.gov

DUE DATE: Thursday, February 23, 2012 - 5:00 P.M.

NUMBER OF COPIES: 1 original, bound or stapled
1 un-bound copy (no staples, plastic, etc.)

PAGE LIMIT: 20. Typed or printed - HAND WRITTEN APPLICATIONS
WILL NOT BE ACCEPTED

FUNDING DECISIONS: Recommendations submitted to City Council in April 2012

Funding decisions will be based on proposals which address community development needs identified and updated through the City's 2010-2015 Strategic Plan and Year 38 Action Plan Goals & Objectives, subject to the availability of funds. Funding recommendations will be submitted by the City to the Dept. of Housing & Urban Development (HUD) in May, 2012. Approved programs will commence July 1, 2012.

If you have questions or need assistance with regard to the application process, or have concerns relative to the needs of non-English speaking or handicapped persons, please contact Anthony Miloski at DNHD, 508-799-1400 X 227. Information and technical assistance will be provided to groups that represent persons of low and moderate income. It is not anticipated that any persons will be displaced as a result of CDBG program activities. Should displacement occur, the City would adhere to policies regulated by the CDBG anti-displacement/relocation requirements.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): 7/1/12-6/30/13

REQUEST FOR FUNDING PROPOSAL – COVER SHEET

(Please submit as first page of your request)

(a.) Applicant organization name: _____

(b.) Program Name: _____

(c.) Contact Person: _____

(d.) Address: _____

(e.) Tel. # / Fax #: _____

(f.) E-mail: _____

(g.) CDBG Amount Requested 7/1/12 – 6/30/13: _____

(h.) Amount of Current CDBG Contract for this program, if funded, 7/1/11 - 6/30/12: _____

(i.) Summary Statement of Proposed Use of Funds (3 lines only):

(j.) State Specific Reason for Increase or Decrease in funds requested, if applicable for this service compared to current contract, (3 lines only):

(k.) Program / Project category (check one)

____ Public Service ____ Affordable Housing ____ Economic Development
____ Public Facility Renovation (non-municipal) ____ Municipal (City department)

CDBG RFP for 2012-2013

Section I - Minimum Eligibility Criteria(Public Service)

All applicants must provide a narrative which addresses the elements a. – e. below.

(a.) National Community Development Objectives - All public services' activities funded through the CDBG program must meet the following national community development objective:

To be of benefit to persons of Low and Moderate income (L/M)

Human services' activities qualifying as l/m benefit must meet the following criteria: be an activity which benefits a limited clientele at least 51% of who are low-income persons. The following groups are presumed by HUD regulations to be qualified low/mod beneficiaries: abused children, battered spouses, elderly persons, handicapped persons, illiterate persons, migrant farm workers or homeless persons. HUD defines persons of low income as being at/or below 80% of the metropolitan area median income level as adjusted by household size. The chart below summarizes **the maximum income limits of low-income households to qualify as low-mod income** (as of December 1, 2011) by size:

Household <u>Size</u>	Income <u>Limit</u>	Household <u>Size</u>	Income <u>Limit</u>
1	\$ 45,500	5	\$ 70,200
2	\$ 52,000	6	\$ 75,400
3	\$ 58,500	7	\$ 80,600
4	\$ 65,000	8	\$ 85,800

(b.) Eligible Human Service Activities – CDBG funds may be used for the provision of public services (including labor, supplies, and materials) which are directed toward improving the community's public services. To be eligible for CDBG assistance, public services must be either an existing CDBG-funded program requesting level-funding, a new service or a quantifiable increase in the level of a service above that which has been provided by or on behalf of the City in the prior fiscal year.

(c.) Ineligible Activities – Buildings or portions thereof used for general conduct of government; general government expenses; political activities; purchase of construction equipment; furnishings and personal property; operational and maintenance expenses for public facilities, improvements, or services; new housing construction; income payments. CDBG funds may not be used for the acquisition of property, construction or rehab of structures used exclusively for religious purposes or which will otherwise promote religious interests.

(d.) Funding Pre-requisites -

1. Funded applicants must agree to attend a technical assistance workshop.
2. All applicants must document in their application, the capacity to operate their programs for up to 12 weeks (from July 1, 2012) in lieu of CDBG grant funds, or until said grant reimbursement funds become available for distribution.
3. All applicants must identify alternative funding sources, if any, which could be utilized in the event that CDBG funds are reduced at the federal level. A statement of impact on the services to be provided by the applicant must also be included in the event that federal funds are reduced or terminated.

4. All applicants must demonstrate in their applications the necessary staff capacity and expertise (including specific skills, qualifications and experience of CDBG funded staff specialists including bilingual abilities, certifications, trainings, etc) to implement the proposed CDBG activities, including financial and program management, in accordance with HUD and the Office of Management and Budget requirements. Attach resumes of CDBG funded direct line staff and program managers.

(e.) Required Documentation -

All applicants are required to provide the following information upon submission of their funding request (unless otherwise noted):

1. Table of Organization
2. Cost Allocation Plan for staff whose positions are funded through multiple sources and/or whose responsibilities extend across multiple programs and which shows the distribution and indicates the amount from all funding sources.
3. For agencies which hire the services of consultants and/or contract workers:
 - a. Job description and responsibilities of the position proposed
 - b. Proposed method of procurement for consultant/contractor
 - c. Cost Allocation Plan for proposed consultant/contractor position if funded across programs or from multiple funding sources
4. Most recent Annual Financial Report (with auditor's certificate)
5. List of current board members and board officers
6. Certificate of Authority (to be submitted after funding is allocated & attached to contract)
7. Tax Certification (to be submitted after funds are allocated & attached to contract)
8. Evidence of insurance coverage in effect for the full term of the proposed Contract for Services as follows (to be submitted after funding is allocated & attached to contract):
 - a. Protection relative to damages resulting from fire, fraud, theft, casualty, extended liability, for property purchased with federal, state or City funds and for the Protection of the contractor's employees, it's invitees, clients/customers and agents.
 - b. Commercial/general liability
 - c. Performance and payment bonds as applicable.

Coverage shall be on an occurrence basis, with the exception of Workman's Compensation. The City of Worcester shall be named as an additional insured to the insurance policy for successful applicants at the time of contract execution.

Section II - Comparative Criteria (Public Services)

Upon satisfying minimum eligibility criteria, each application will be scrutinized according to the following comparative criteria.

1. **Long-Term Strategies** – Provide the following to support your proposal:

- a. Mission Statement
- b. Goals & Specific Objectives (clearly defined)
- c. Show how your proposal correlates with the mission statement, goals and objectives of community and municipal plans (Refer to City Action Plan documents)

2. **Program Effectiveness** – Discuss your program's ability to deliver an effective and efficient program over time. Provide any additional evidence of effectiveness of your program, such as the how this service collaborates with other services offered by your agency or other community services in order to address the needs of clientele in a holistic manner. List the measurable outcomes that will result from your proposed activities for each goal so that program participants will have access to a new service, an improved service, or have improved access to an existing service/benefit. For example, how will your agency services improve a client's access to mainstream resources that increase household income, access to health care, or other resources that provide household stability, lessen reliance on public subsidies, improve economic sufficiency or strengthen self-reliance skills. List service(s), outcomes and performance measures on attached Form 1 along with estimated number of **unduplicated** clients that will benefit.

3. **Community Outreach** – Describe outreach methods to program target populations, with emphasis on the provision of outreach services to low and moderate income populations. Document community outreach efforts including time spent with targeted populations both on-site and out in the neighborhoods, and specific actions taken to enhance outreach to underserved and isolated segments of the population that typically don't participate in your programs or services. Include hours of operation and number of staff (full-time, part-time) assigned to each site, including satellite sites. Indicate your primary service area, using defined boundaries such as census tracts, neighborhoods, or streets even if you occasionally serve residents from outside the area. Provide written guaranty that all targeted clientele will have routine access to proposed services.

4. **Avoids Duplication** – Demonstrate how the proposal does not duplicate existing programs.

5. **Demonstrate Linkages** – Submit memoranda of understanding, contacts or letters of support with other agencies that collaborate with this program in order to provide individuals with more comprehensive access and participation in services. Listing partners is not adequate.

6. **Leverage of Funds** - Document your program's ability to supplement CDBG funding requested with additional funding sources or resources. The relationship of said alternate funding to CDBG funds requested must be clearly demonstrated. Provide the sources of funds that are secured, amounts and how these funds will be used on the Budget Sheets. Also describe your plans to seek new funding including the sources to which you have or will apply, the amounts sought and the proposed use of funds. If using donated goods and services, estimate the value and describe how you calculated these amounts. **The most advantageous proposal will provide documented leveraging of alternative sources of funds.**

Section III – Proposal Format & Forms (Public Services)

Please adhere to the guidelines presented throughout this package when preparing your submission.

1. The following forms must be completed for each proposed project that addresses one of the RFP categories.
 - (a.) Cover Sheet
 - (b.) Attachment A – Projected Services Units, unduplicated clients, outcomes & performance measures (attached)
 - (c.) Current (7/1/11 - 6/30/12) / Proposed Program Budget forms (7/1/12 - 6/30/13) (not attached, separate file on DND webpage)

Assembly Order:

- 1) Cover Sheet(s) (one for each category of funding requested).
- 2) Section I narrative.
- 3) Section II narrative.
- 4) Relevant tables of information in Attachment A.
- 5) Budget Forms (Current/ Proposed) for each program that is being proposed

ATTACHMENT A

PROJECTED SERVICES: 7/1/12 - 6/30/13				
Service to be rendered	Projected # of units of service	Projected # of clients unduplicated	Expected Outcome	Performance Measure